

South African National Accreditation System
 Libertas Office Park
 Cnr Libertas and Highway Streets
 Equestria
 Pretoria
 0184

REQUEST FOR QUOTATION



PLEASE COMPLETE AND SUBMIT TOGETHER WITH REQUIRED DOCUMENTS AND QUOTATION

DATE OF ISSUE:	02 August 2022	REQUISITION NUMBER	REQ0004461
CLOSING DATE:	12 August 2022	CLOSING TIME:	11:00
QUOTE VALIDITY:	30 days from the date the RFQ closed	Submissions and enquires to be made to:	Ms Nkhesani Mathebula procurement@sanas.co.za 012 740 8536

1. PRODUCT /SERVICE DETAILS

Description of goods / services: Support, maintain and further develop (when required) the AFRAC E-learning portal residing on the AFRAC website for a period of 36 months		Quantity required
1	1. INTRODUCTION The South African National Accreditation System is an agency of the dtic that is responsible for accreditation of conformity assessment bodies in terms of the Accreditation for Conformity Assessment, Calibration and Good Laboratory Practices Act, Act 19 of 2006. The purpose of this Request for Proposals (RFP) is to appoint an accredited service provider to support, maintain and further develop (when required) our AFRAC E-learning portal residing inhouse at https://www.intra-afrac.com 2. SERVICES TO BE PROVIDED • Support, maintain and where required, further develop courses, manuals, videos quizzes and tests on the AFRAC eLearning portal developed in Moodle. • Do UBUNTU OS, Moodle, and MySQL upgrades when required • Configure, setup, support and maintain the UBUNTU, Moodle, and MySQL • Provide training on any further developed functionality within the moodle system. Term of Adhoc SLA: 36 months 3. TECHNICAL INFRASTRUCTURE The AFRAC eLearning portal is currently residing inhouse at SANAS on a Microsoft Hyper V virtual UBUNTU server. 4. PRICING <u>As SANAS is seeking to enter into an ADHOC SLA, we will require each bidder to complete the below table.</u> As it would be impossible to know how many hours per annum would be required, we propose for us to evaluate received proposals, based on the below table:	

Rate Per Hour	VAT (if you are registered for VAT)	200 hours over the 36 months	Total VAT inclusive

Please note:

- the above table is for evaluation purpose only and by no means a commitment from SANAS.
- If the above table is not included within your proposal, the bid will be eliminated as we would not be able to evaluate the received quotations

All adhoc services will be subject to the following process:

1. Service provider will submit a quotation for required ad hoc services
2. SANAS will approve the quotation going through its internal processes.
4. Requisition will be raised, and PO will be issued upon quotation approval
4. Provision of service / project will be rendered as per quotation
5. Upon signoff, Invoice will be processed for payment.

5. Declaration of competencies

5.1 The service provider must declare that they are competent in the following areas:

Competencies	Yes	No
Advanced Proficiency in Moodle		
Advanced Proficiency in MySql		
Advanced Proficiency in Ubuntu OS		

The above table must be included in the proposal

5.2 At least 3 reference letters must be included as evidence that work was successfully done by the service provider in the areas as required by this RFQ.

Expected date of delivery:	August 2022
Contract or once-off:	36 Months contract
Technical / Mandatory requirements:	N/A
Other information:	

SECTION TO BE COMPLETED BY SUPPLIER

2. SUPPLIER DETAILS

Supplier name:	
CSD number:	
Contact person:	
Contact number:	
Email:	
VAT number (if applicable):	
Physical address:	

3. SCM COMPLIANCE REQUIREMENTS (please tick)

Central Supplier Database Report or Summary	
Completed and signed SBD 4	
Completed and signed SBD 6.1	
Completed and signed SBD 8	N/A
Completed and signed SBD 9	N/A
Certified valid B-BBEE Certificate	

Certified valid B-BBEE Certificate

(Please note bidders will not be disqualified for not submitting a valid certified BBBEE certificate or a sworn affidavit but will lead to the service provider not being awarded preference (BEE) points where the preferential point system is applicable)

EVALUATION PROCESS

All bids will be evaluated as follows:

- **The First stage**, bids will be evaluated first for Administrative requirements. Only bids that meet Administrative and Compliance requirements will be considered for further evaluation.
- **The second stage**, bids will be evaluated in terms of price and 80/20 preference point system for quotations above R30 000 and below R50 000 000.

4. QUOTATION TERMS & CONDITIONS:

1. Quote validity refers to calendar days
2. SANAS reserves the right to award to multiple suppliers.
3. SANAS reserves the right to increase or decrease quantities at the prices quoted.
4. SANAS reserves the right to cancel this request.
5. All goods/services must be quoted in Rand value.
6. SANAS reserves the right to negotiate with bidders.
7. All fields must be filled in / completed for this document to be accepted.
8. Failure to submit the quotation by the date and time stipulated will result in disqualification.
9. Payment will be made 30 days after delivery of goods of services.
10. THIS QUOTE DOES NOT CONSTITUTE AN ORDER

5. ACKNOWLEDGEMENT AND SUBMISSION:

I hereby acknowledge and accept the terms and conditions of this request for quotation:

Name:

Signature:

Date: